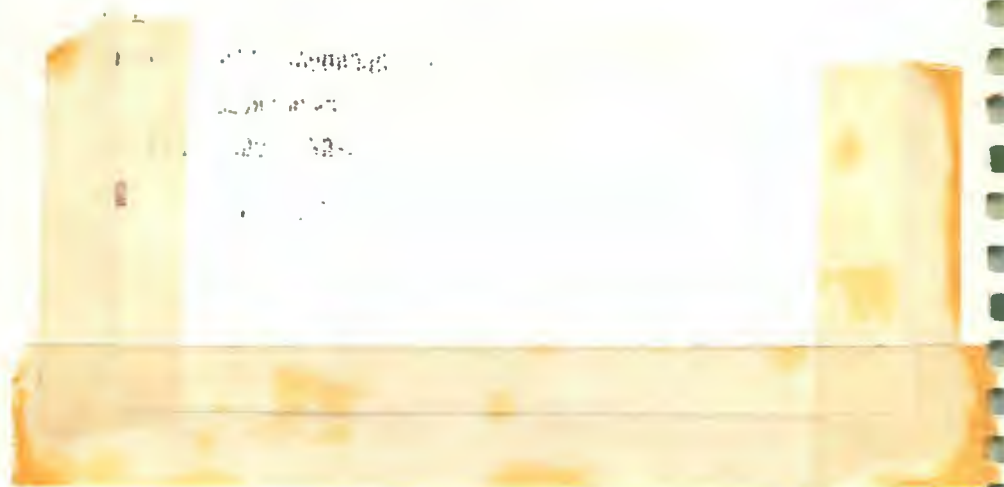ACORN BUSINESS COMPUTER

MICROCOMPUTER SYSTEM

File Plan

for the BBC Microcomputer with Z80 second processor

BSP6

FilePlan

Guide to the database software in the BBC Microcomputer Z80 Pack

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Conventions used in this guide

In this guide, we use a set of standard notations to refer to keys on the keyboard, to FilePlan commands, and to items you type in. The following examples will show how the conventions work.

`ESCAPE`	refers to a key on the keyboard — in this case, the key marked 'ESCAPE'
`undo`	refers to a FilePlan command, which you give by pressing a function key; the command names are shown on your FilePlan function key card
`<field number>`	means type in a field number: do not type in the angled brackets
`CTRL` `BREAK`	means: while holding down `CTRL`, press `BREAK`

1 FilePlan

FilePlan is a computerised filing system. You can use it to store records which you would otherwise keep in your head or on index cards. You'll be able to update, sort, find and read your records quickly and accurately.

It's particularly useful for:

- stock and sales records
- mailing lists
- catalogues
- telephone and address directories.

You can print out your records, and you can also use FilePlan to print address labels and letters, inserting names and addresses automatically. This feature can save you hours of laborious work.

In the next chapter, we explain the idea of a worksheet. Chapter 3 tells you how to load the program and start it running.

Chapter 4 guides you through your first FilePlan session. Read this chapter before you start doing real work with the program — you can try out the activities it describes as you go through it. It's only an introductory survey, but it will tell you all you need to know to get started.

The main part of the manual (chapters 5 to 11) is a complete guide to all the FilePlan activities. It's arranged to make it easy for you to find the information you need. If you want to find out how to sort your records, for example, look up chapter 7, *Sorting*.

At the back of the guide, you'll find:

- a list of the error messages that might appear on your screen
- a glossary
- an index.

Before you start, please read carefully your *Z80 user guide*. It contains essential information on setting up your equipment, loading its operating system and preparing discs.

2 Using worksheets

FilePlan is the computerised equivalent of a card index; a set of record cards, each containing several items of data.
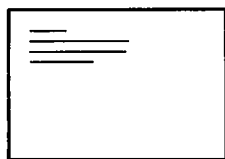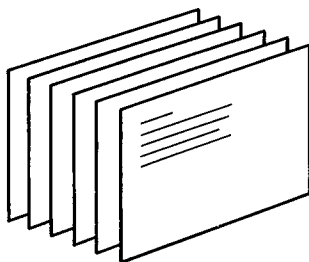
record card   card index

The program contains the equivalent of a store of blank record cards: about 1500 are available on each floppy disc that you use with FilePlan.

From that store, you fill in cards, to form a card index. You can have as many different indexes as you like. Each card is called a record, and is shown on the screen as a single row of data. Your FilePlan card indexes will consist of a series of rows — as many as you need — and are called worksheets.
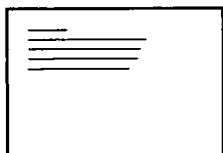
Each space in the worksheet is called a field.

Initially, the program lets you have five fields in each record. But you can add more if you need to.

You can enter data on to your worksheet in any order, and sort it later. The worksheet is a complete, but unsorted, store of records. Each worksheet will be saved automatically on your FilePlan data disc.

When you have filled in enough records to complete an index, you will probably want to sort the records into order. There's a command that does this for you. Your sorted worksheet is called a list.

worksheet   list
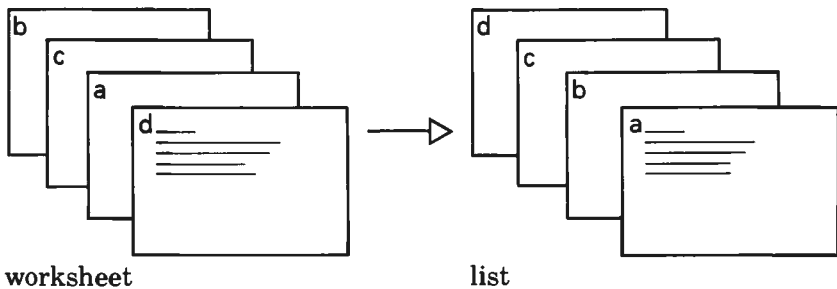
There are commands which enable you to find a particular record quickly. This is like finding one card in a card index.

Another command enables you to choose a set of records from your index. For example, out of an index of addresses you could select all the records that contain London addresses. This smaller set of records is another kind of list. From each worksheet, you can pull out as many different lists, covering as many different categories, as you like.

Each worksheet can generate as many lists as you need. If you want to keep a list, there's a command which saves it on disc.

These are the basic ideas behind FilePlan. You're now ready to start your first FilePlan session.

3 Working with FilePlan

This chapter explains:

- how to start FilePlan
- how your screen will be arranged
- how to give the program instructions
- how to leave the program.

Starting

1   Make sure that everything is switched on.

2   Flip over your function key cards until they're open at the FilePlan page.

3   Put your FilePlan program disc in drive A and your data disc in drive B.

4   If you need to load CP/M

press   CTRL BREAK

Otherwise,

type   CTRL C

5   After the A> prompt

type   FILE RETURN

FilePlan will start, and a blank worksheet will appear on your screen.

6   If the red light marked 'CAPS LOCK' is on, press the CAPS LOCK key to stop your typing coming up in capitals.

7   You may want to set disc drive and printer options for the session. Instructions are in chapter 5.

The screen

When Fileplan starts for the first time, your screen will look like this:

1	operation reminder	5	entry line
2	current worksheet name	6	prompt line
3	current list name	7	data pointer
4	message area	8	worksheet area

operation reminder

Tells you which operation FilePlan is currently carrying out. For example:

    REPORTS

current worksheet name

The name of the worksheet the program is currently dealing with. When you have several worksheets in use, it's important to keep track of which one is your current worksheet. When you start, the current worksheet has no name: the screen just says (NEW).

current list name
When you start, you have only a blank worksheet. Until you've entered data and sorted it to create a list, there will be a space after LIST: on your screen.

message area
Messages from the program will appear here.

entry line
The space where your commands and data will appear, as you type them in. You don't type straight into a field: Fileplan copies the data you enter into the correct worksheet position. Often the entry line will show data which you've entered earlier, which you can delete or change.

prompt line
Tells you what to type in.

worksheet area
The space where your worksheet will be shown. Only fifteen rows are shown on the screen at once.

data pointer
Whenever you have a worksheet on your screen, FilePlan works with one of its fields at a time. This field shows up on your screen as a highlighted block. This marker is your data pointer. When you start, the data pointer will be on the first field of the worksheet on your screen.

Messages and prompts

Messages and prompts are shown in this guide like this:

Message   **PLEASE WAIT**

Prompt   ENTER DATA:

Giving commands

To give instructions to FilePlan, you use:

- the red function keys at the top of your keyboard
- the number keys in the second row of your keyboard.

Your FilePlan key card reminds you which function key gives which command. To find out about the number-key commands:

press   ESCAPE

Your screen will change, to show this:

```
                 WORKSHEET:(NEW)      LIST:

>  <
CHOOSE A COMMAND

0...ENTER DATA                  20...FIND RECORD
1...CREATE WORKSHEET            21...CREATE LIST
2...CHOOSE WORKSHEET/LIST       22...ADD RECORDS TO LIST
3...PRINT WORKSHEET             23...REMOVE RECORDS FROM LIST
4...REPORTS
                                25...SORT LIST
                                26...SAVE LIST
7...ENTER FIELD FORMAT
8...NAME WORKSHEET
9...EXIT
                                30...SET GLOBAL OPTIONS
                                31...COPY WORKSHEET
                                32...DELETE WORKSHEET
                                33...DELETE LIST

                                37...PRINT DICTIONARY
```

This display is FilePlan's main menu. You could now select a command by typing an option number, then pressing RETURN.

When we say something like:

select   8

we mean:

press   ESCAPE

to get to the menu, then

type   8 RETURN

If you make a mistake while entering a command, press **DELETE** to rub out what you've typed, type in the correct number, and then press **RETURN**.

Every time you press **ESCAPE**, the program saves on disc any data currently on your worksheet. This always takes a few moments, but it means that your data is stored safely.

If you get into difficulties mid-way through an operation:

press   **ESCAPE**

to get back to the menu. Your data won't be damaged.

Leaving FilePlan

To stop working with FilePlan:

select   9

Message   End of execution

Prompt   A>

You could then take out the FilePlan program disc and, if you want to, load another program.

Always leave the program in this way before switching your computer off or taking the FilePlan disc out, otherwise the contents of the disc might be corrupted.

You can re-enter FilePlan by

typing   FILE**RETURN**

4 Trying out FilePlan

This chapter guides you through FilePlan, step by step. It's a good idea to try out each step as you read about it. When you've worked through the chapter, you'll be familiar with all the basic rules for using the program.

Planning your worksheet

It's always worth planning what your worksheet will contain, and how you'll want to retrieve information from it. Chapter 5 has some suggestions on this. For now, try a simple, small worksheet — a personal telephone directory, for example. Each entry might contain five items of information:

```
surname    first name    exchange name  STD code   number
```

In other words, each record will have five fields. For example, one record might contain:

```
Jones     Pamela       Cheltenham     0242     94777
```

You might like to set up your own FilePlan telephone book, following the instructions that we'll give over the next few pages.

Before you start entering data, it's a good idea to:

- give your worksheet a name
- give your fields names
- decide on the format of each field (how long it will be, whether it will contain letters or numbers, and so on)
- write yourself some prompts.

Naming the worksheet

To name your worksheet:

select   8

That is, press **ESCAPE** to get to the menu, then type 8**RETURN**.

Prompt   `New Worksheet Name?`

The entry line shows the name that FilePlan automatically gives your first worksheet. Delete it, type in the new name, and press RETURN. The name must start with a letter, and can contain up to seven more letters, numbers or symbols.

Examples

```
PHONEBK
MEMBERS
INDEX1
```

The name you've chosen will now appear at the top of your worksheet.

If you don't name your worksheet, the program will give it a name automatically like NEW0001, which you can later change if you want to.

Designing the worksheet

To give your fields names and formats, and to write your prompts:

select   7

A new screen display will appear, with the fields arranged vertically instead of horizontally.

```
ENTER FIELD FORMAT    WORKSHEET:PHONEBK    LIST:
>
ENTER FIELD HEADING (MIN=0,MAX=16)

         FIELD HEADING      WIDTH KEY    TYPE  DEC PROMPT/EDIT LINE
   ==4== =======5========= ==6== ==7== ==8== =11 ===========================13===
      1  ███████████████     12    12 ALPHA ___ _____
      2  _____   12    12 ALPHA ___ _____
      3  _____   12    12 ALPHA ___ _____
      4  _____   12    12 ALPHA ___ _____
      5  _____   12    12 ALPHA ___ _____
      6  _____   ___   ___ _____ ___ _____
      7  _____   ___   ___ _____ ___ _____
      8  _____   ___   ___ _____ ___ _____
      9  _____   ___   ___ _____ ___ _____
     10  _____   ___   ___ _____ ___ _____
     11  _____   ___   ___ _____ ___ _____
     12  _____   ___   ___ _____ ___ _____
     13  _____   ___   ___ _____ ___ _____
     14  _____   ___   ___ _____ ___ _____
     15  _____   ___   ___ _____ ___ _____
     16  _____   ___   ___ _____ ___ _____
```

A series of prompts will take you through the choices for field 1, then move on to field 2, and so on, so that you can decide on names, formats and prompts for each field.

Naming the fields

The first decision will be:

prompt   `ENTER FIELD HEADING(MIN=0,MAX=16)`

Type   `<name of first field>`**RETURN**

Example

If your first field is to contain surnames:

type   `surname`**RETURN**

Prompt   `DISPLAY WIDTH(MIN=0,MAX=75)`

This prompt allows you to change the width of the field, as it appears on your screen (it doesn't affect the amount of data that can be stored in the field).

In the entry line, you will see 12. This is FilePlan's pre-set display width, 12 characters. This, and other pre-set options, are the program's default settings — the settings FilePlan will automatically use if you don't instruct it to do otherwise. If you're happy with the default setting shown in the entry line

press   **RETURN**

If not, use **DELETE** to rub it out, then type in your choice, and press **RETURN**.

Deciding field formats

The next three prompts are:

prompts `KEY LENGTH USED DURING SORT.`

`DATA TYPE`

`DIGITS AFTER THE DECIMAL POINTS?`

Each prompt will tell you the options you have.

For the moment, you'll probably want to accept the default settings, by pressing **RETURN** each time. The key length option affects the way the program searches through your worksheet: it's explained in chapter 8. The data type is usually alphanumeric, which means that you can use letters and numbers. Select **N** only if the field will contain nothing but numbers.

Writing prompts

Next, you'll see:

prompt   `PROMPTS AND EDITS FOR DATA ENTRY`

This is where you type in a prompt for your field.

Example

The first field of your telephone book will be the surnames field. When you come to enter your names, FilePlan would normally display its standard prompt:

> `ENTER DATA:`

But you can change this prompt to something more helpful, like 'Enter surname':

type   `Enter surname`**RETURN**

There's more about writing prompts in chapter 5.

After you've typed in your prompt, the program continues with:

prompt   `ENTER FIELD HEADING(MIN=0,MAX=16)`

You're now being asked to enter a name for your second field. For your telephone book, it might be

> `first name`

Carry on through the prompts until you've set up names and prompts for all your fields. The screen will look like this:

```
ENTER FIELD FORMAT   WORKSHEET:PHONEBK   LIST:

>
ENTER FIELD HEADING(MIN=0,MAX=16)

        FIELD HEADING      WIDTH KEY   TYPE  DEC PROMPT/EDIT LINE
==4== =======5======== ==6== ==7== ==8== =11 ===========================13===
    1 surname              12    12 ALPHA ___ Enter surname
    2 first name           12    12 ALPHA ___ Enter first name
    3 exchange name        12    12 ALPHA ___ Enter exchange name
    4 STD code             12    12 ALPHA ___ Enter STD code
    5 number               12    12 ALPHA ___ Enter number
    6 ███████████████    ____  ____ _____ __  _____
    7 _____    ____  ____ _____ __  _____
    8 _____    ____  ____ _____ __  _____
    9 _____    ____  ____ _____ __  _____
   10 _____    ____  ____ _____ __  _____
   11 _____    ____  ____ _____ __  _____
   12 _____    ____  ____ _____ __  _____
   13 _____    ____  ____ _____ __  _____
   14 _____    ____  ____ _____ __  _____
   15 _____    ____  ____ _____ __  _____
   16 _____    ____  ____ _____ __  _____
```

When you're sure the details are correct:

press   `ESCAPE`

to return to the worksheet.

Entering data

Now start entering your data.

The data pointer shows you where you are on the worksheet: at the moment, you'll be at the first field of the first row.

The entry line shows the contents of that field. When you start, this field (and all the others in the worksheet) will be empty, so the entry line will be blank.

The prompt reminds you what to type in. It will be whatever you typed in as a prompt for your first field.

Type in the data to go into the first field and

press   `RETURN`.

FilePlan will:

- transfer the data from the entry line to the worksheet
- move the data pointer to the next field.

You can now enter data for the second field.

There's enough room in the entry line for 79 characters, but if you enter a long item, only the first twelve characters appear on the screen. (Chapter 5 explains how to arrange for more, or fewer, than twelve to appear.)

A record cannot normally contain more than about 100 characters altogether, though this limit can be changed (chapter 11 has instructions).

Example

Prompt   Enter surname

Type   GRIFFITHS

Your typing will appear in the entry line, not on the worksheet.

Press   **RETURN**

and it will be transferred to its place on the worksheet. The data pointer will move on a field.

```
ENTER DATA          WORKSHEET:PHONEBK    LIST:

>
 Enter surname

surname        first name     exchange nam STD code      number
=====1======= =====2======= =====3======= =====4======= =====5=====
GRIFFITHS     ████████████  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
_____  _____  _____  _____  _____
```

You can type in your records in any order. The program will fill your worksheet from the top, and you can ask it to sort them later.

Working in the entry line

When you're typing data in, your position in the entry line is marked by a flashing underline symbol. This is the cursor.

If you make a mistake while typing:

DELETE	rubs out the character to the left of your cursor
delete char	rubs out the character marked by your cursor
delete field	rubs out all the text in the entry line.

You can move the cursor backwards and forwards in the entry line.

CTRL ←	moves left one space
CTRL →	moves right one space.

As well as deleting mistakes in the entry line, you can insert new text wherever you want to. Move the cursor to the place where you want to insert something, and type what you want to insert. The first letter you type will appear at the cursor position, pushing the existing text one space to the right to make room for it. The cursor will move one space to the right too, so that you can type in your insertion continuously.

Example

If you accidentally miss out the word 'upon' in 'Newcastle-upon-Tyne', move the cursor so that it appears under the T of 'Tyne', and type in the word. It will appear letter by letter to the left of the cursor.

Type   `upon-`

Screen   `Newcastle-upon-Tyne`

Moving the data pointer

You can move from field to field by using the cursor keys. As you move the data pointer around the worksheet, the entry line at the top of the screen displays the data in that field.

← and → move the data pointer one field to the left or right.

↑ and ↓ move the data pointer one record up or down.

When you reach the right edge of the worksheet, pressing → will make your data pointer jump to the left-hand side of the next record. If, however, it reaches the left edge of a record, pressing ← will have no effect.

You can move to records off the bottom of the screen by pressing ↓ repeatedly. It might take the program a moment or two to load the new records from disc.

There's more information on moving the data pointer in chapter 6.

Editing a worksheet

You can change data on your worksheets at any time.

Use the cursor keys to move the data pointer to the field you want to change. The contents of that field will appear in the entry line. You can now delete or insert the text in the entry line, and send it back to its position in the worksheet by

pressing   `RETURN`

You can add a new record at the bottom of your worksheet (but not in the middle).

Other ways of editing data are described in chapter 6.

Looking at one record

You can choose to have one record displayed on its own, with its fields arranged vertically on your screen. This is useful if you have more than five fields, or if the data in a field is particularly long.

Move the data pointer anywhere in that record and

press   **isolate**

The record will now be shown like this:

```
ENTER DATA          WORKSHEET:PHONEBK   LIST:

>GRIFFITHS
 Enter surname




               : GRIFFITHS
               : ERIC
               : CAMBRIDGE
               : 0223
               : 544299
```

You can edit the record, using ⬆ and ⬇ to move between fields. To return to the normal display:

press   **isolate**

Sorting your worksheet

Once you've entered your data, you can sort your worksheet in various ways. The result of the sorting is a list. Each worksheet can be sorted into as many lists as you like.

Example

When you've finished entering records into your telephone directory (a dozen or so will do for now), you'll probably want to sort it into alphabetical order.

To sort your worksheet:

select   **25**

Prompt   CHOOSE A FIELD

Type the number of the field which contains the data by which you want the worksheet to be sorted.

Example

You may want to sort your directory by surname. Surnames are in field 1, so

type   **1**▐RETURN▌

Prompt   NEXT FIELD?
         (or press <RETURN> to begin sorting)

Press   ▐RETURN▌

to start the sort, or

type   <another field number>▐RETURN▌

to specify a field for a secondary sort.

Example

If you have several people with the same surname — members of your family, perhaps — your list will be easier to use if people with the same surname are sorted alphabetically by first name. This is a secondary sort.

If first names are in field 2:

type   **2**▐RETURN▌

Prompt   NEXT FIELD?
         (or press <RETURN> to begin sorting)

You can specify a third level of sorting — in fact, you can ask for as many levels as you have fields. When you're ready to sort:

press   ▐RETURN▌

and FilePlan will carry out the sort.

When sorting alphanumeric fields, FilePlan will:

- put numbers before letters
- sort numbers by their first digits (so that 123 would be put before 24)
- put capital A earlier than lower-case a
- put both A and a earlier than B or b.

Example

unsorted	sorted
OAK	188
birch	3556
3556	ASH
ash	ash
willow	birch
188	OAK
ASH	willow

The result of a sort is a list, and the program will give it a temporary name, which you'll see at the top of the screen.

Screen   `LIST:#IX`

You can give the list a permanent name, and save it on disc, by

selecting `26`

Prompt   `PLEASE TYPE IN A LIST NAME (3 characters)`

Type a name up to 3 characters long, starting with a letter or number, followed by **RETURN**.

Prompt   `PLEASE TYPE A DESCRIPTION FOR THIS LIST`

Type a description up to 40 characters long, which will help you remember what's in the list, followed by **RETURN**.

Example

Prompt   **PLEASE TYPE IN A LIST NAME (3 characters)**

Type   **SUR**`RETURN`

Prompt   **PLEASE TYPE A DESCRIPTION FOR THIS LIST**

Type   **Phone directory sorted by surname**`RETURN`

Prompt   **KEEP LIST AUTOMATICALLY UP-TO-DATE?**
         (Y=YES,N=NO)

Type   **Y**`RETURN`   to have the list updated whenever you up-
                date the original worksheet
       N`RETURN`   if you prefer your list not to be updated.

You can delete a list by selecting **33**: this is explained in chapter 7.

Finding records

If you want to find a set of related records:

select   **21**

Work out:

- which field you want the program to sort through
- what it must look for in that field, to identify the records you
  want.

Example

*To pull out of your telephone directory all the people with a
Cheltenham telephone number, the program will need to look through
the exchange name field for the word 'Cheltenham'.*

Prompt   **CHOOSE A FIELD**

Type   **3**`RETURN`

Prompt   **CHOOSE AN OPTION**

FilePlan can search in eight different ways:

NUMBER	OPERATION
1	MATCH
2	NOT EQUAL
3	LESS THAN
4	LESS OR EQUAL
5	GREATER THAN
6	GREATER OR EQUAL
7	EXACTLY EQUAL
8	BETWEEN

In this example, you'll choose operation 7, which pulls out all the records which have the word 'Cheltenham' in field 3. Chapter 8 gives more details on how these operations work.

Type   7 **RETURN**

Prompt   **ENTER A VALUE**

Type here the letters or numbers you want the program to search for.

Type   Cheltenham **RETURN**

The screen now displays the list of people with Cheltenham telephone numbers. The top line of the screen shows the temporary name FilePlan gives the list:

screen   **LIST:#IX**

To save the list on a disc, select 26.

You can also:

■ pull out a single record from a worksheet
■ extend any list you've created
■ remove records from a list.

Chapter 8 explains how.

Printing activities

With FilePlan, you can get printouts of:

- your worksheets   select 3
- your dictionary   select 37

The dictionary is a complete list of all your worksheets, with details of their field formats and lists.

Full instructions are in chapter 9.

You can also print address labels and form letters. Chapter 10 explains how.

Saving your work

You'll want to keep important worksheets and lists, so that you can refer to them again. Your current worksheet is automatically saved every time you press ESCAPE, but lists aren't saved unless you give FilePlan instructions to do so. To save a list:

select   26

You can use this command only if you have a current list. You will get an error message if you try to use it when there's a blank after LIST: at the top of your screen.

Worksheets and lists are saved on the disc in your data drive. This is normally drive B. To select drive A as your data drive, follow the instructions in chapter 5.

Worksheets are saved in files named

```
WS0001.#DF   WS0002.#DF
```

and so on.

Lists are saved in files named:

```
<source worksheet>.<list name>
```

For example, a list generated from worksheet 0001, to which you've given the list name SUR, will be saved as WS0001.SUR.
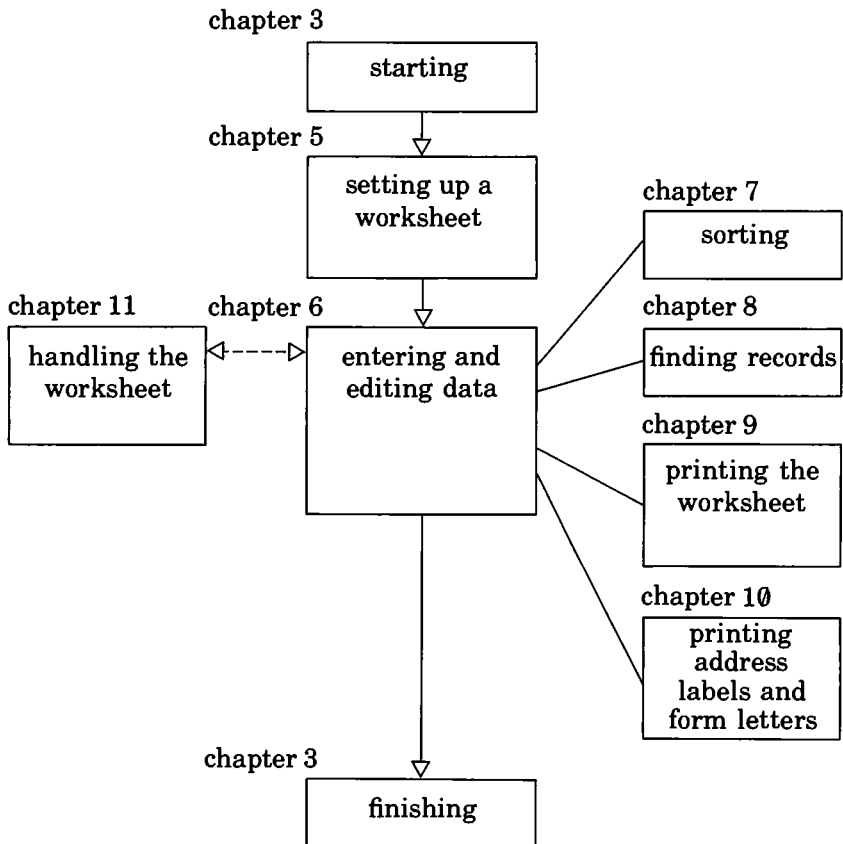
It's essential to:

■ keep a paper record of the contents of your data discs
■ label the data discs clearly
■ make frequent back-up copies.

Your *Z80 user guide* explains how to make back-ups.

Using FilePlan

This chapter has covered the basic rules for using FilePlan, so that you can start automating your records. From now on, you'll be able to find out anything you need to know by turning to one of the following chapters.

chapter 3

```
              ┌──────────────────┐
              │     starting     │
chapter 5     └────────┬─────────┘
                       ▽
              ┌──────────────────┐    chapter 7
              │  setting up a    │   ┌──────────────────┐
              │  worksheet       │   │     sorting      │
chapter 11   chapter 6  └────┬───┘   └──────────────────┘
┌─────────────┐  ┌──────────────────┐  chapter 8
│ handling the│◁─┤ entering and    │  ┌──────────────────┐
│ worksheet   │  │ editing data    │  │ finding records │
└─────────────┘  │                 │  └──────────────────┘
                 │                 │  chapter 9
                 │                 │  ┌──────────────────┐
                 │                 │  │ printing the    │
                 │                 │  │ worksheet       │
                 └──────────────────┘ └──────────────────┘
                                      chapter 10
                                      ┌──────────────────┐
                                      │ printing         │
                                      │ address          │
                                      │ labels and       │
                                      │ form letters     │
chapter 3              ▽              └──────────────────┘
              ┌──────────────────┐
              │    finishing     │
              └──────────────────┘
```

5 Setting up a worksheet

This chapter describes how to:

- set up disc drive and printer options
- name a worksheet
- plan a worksheet
- name its fields
- select formats for the fields
- write your own prompts.

Setting disc drive and printer options

To set your disc drive and printer options for the session, select 3Ø. A new screen display will appear, with the first of a series of three prompts.

Prompts   NEW DATA DRIVE?

           NEW DICTIONARY DRIVE?

           PRINT WIDTH (in characters)?

After each prompt, look at the entry line. If you're happy with the default decision, which will be shown there, press **RETURN**. If not, type in your choice, then press **RETURN**.

The data drive is the drive for your data disc. Normally, B will be your data drive.

The dictionary is a record of the format details of all the worksheets and lists you create. After a while, you may find you have several data discs in action, each full of worksheets and lists. As long as you keep A as the dictionary drive, your dictionary will list all of them.

The print width depends on your printer and paper. Set this figure to the maximum number of characters your printer can print on one line of the paper it's using (usually 8Ø or 132: check in your printer manual).

After the third prompt, you're returned to the worksheet.

Naming

To name your worksheet, select 8.

Prompt   `New Worksheet Name?`

Type   `<new name>`**RETURN**

Planning

Before you start entering data, you need to do some planning. Draw up a rough worksheet on paper.

Decide how many fields you'll need, by going through the following steps.

1   Work out how long your longest record will be. For example, if you're setting up an address index, and the longest address you have is six lines long, you'll need at least six fields.

2   Decide how you'll want to sort your data. In an address index, for example, you might want to sort it alphabetically by name, and to be able to find a particular service (for example, a plumber) quickly. This means you'll need to have a field for names, and a field to record each person's service.

3   Decide whether you'll want to use the worksheet for address labels or form letters. If you do, you'll need a field for each item to be inserted — for example: title, first name, surname, number, street, area, town, county, postcode.

For each field, work out:

■   a name for the field
■   how wide it will need to be when displayed on the screen
■   whether it contains numbers only or both letters and numbers
■   for fields containing numbers only, how many digits you want to show after the decimal point (for example, for amounts of money you'll need two).

Telephone numbers are not purely numeric, since they can include spaces, dashes and brackets.

If any of your records will be more than 100 characters long, you'll need to expand the space available. You can do this easily using command 31, which is explained in chapter 11.

Enlarging, formatting and writing prompts

To enter the decisions you made at the planning stage, select 7. The field format screen appears. By moving over this screen, you can change the format details of any of your fields.

To enlarge your records — that is, to add more fields — move to the first clear line on the screen and type in a specification for a new field. You needn't answer all the format prompts, but you must specify a display width of 1 or more.

There are six format decisions you can make for each field. The program prompts you for each one, a field at a time, and reminds you of the options you can choose from (or of the maximum length of items you can type in).

Prompts   ENTER FIELD HEADING

DISPLAY WIDTH

KEY LENGTH.USED DURING SORT.

DATA TYPE

DIGITS AFTER THE DECIMAL POINT?

PROMPTS AND EDITS FOR DATA ENTRY

After each prompt, look at the entry line. If you're happy with the default decision shown there, press **RETURN**. If not, delete the default decision, type in your choice, and press **RETURN**.

The prompt shows the range you can choose from, or the maximum length, in characters, of the text you can enter. (There are no default decisions for fields 6 and onwards.)

The field name can be up to 16 characters long.

You can set a display width of 0, so that the field will be invisible on your screen display. This means you can set up extra fields to use later if you need them, but which won't fill up your screen in the meantime.

The last option allows you to write your own prompts, to make entering data into your worksheet easier. The text you type here will replace the usual ENTER DATA prompt, at the appropriate points, when you come to enter data.

There are three kinds of prompt you can write:
- ordinary text prompts
- code prompts
- range prompts.

Ordinary text prompts simply remind you what to type in.

Code prompts allow you to abbreviate what you type in. For example, you might write a prompt like this:

    Type in sex (M=male,F=female)...

You can have two or more options in your prompts. When setting up code prompts:
- put the code (for example, M) before the full meaning (male)
- use upper or lower case.

When you come to enter data, you now type just M or F, and the program translates the code you type into its full meaning.

Example

Prompt   Type in sex (M=male,F=female) . . .

Type   M RETURN

The field will then show:

    male

If you try to enter anything other than the options in the list, the program will display:

message VALUE NOT IN LIST OF CODES

It's important, therefore, to allow for every possible answer when writing your prompts. A well-thought-out prompt might say:

```
Life member? (Y=yes,N=no,?=unknown)
```

Range prompts, which work for numeric fields only, look like this:

```
Type in amount(MIN=0,MAX=999)...
```

You can have two or more options in your prompts. When setting up range prompts:

- do not type spaces inside the brackets
- spell MIN= and MAX= as shown here, using either upper or lower case.

Instead of specifying both minimum and maximum, you can specify a minimum value or a maximum value on its own.

When you come to enter data, the program will accept only amounts that fall within the range. Amounts outside the range will produce:

message **ERROR: VALUE TOO LARGE**

or   **ERROR: VALUE TOO SMALL**

6 Entering and editing data

This chapter describes how to:

■ choose a worksheet to use
■ move around a worksheet
■ enter data
■ edit data.

Choosing a worksheet

To use an existing worksheet, select 2.

Prompt   CHOOSE A WORKSHEET
                 (or press <TAB> key to list choices)

To see a list of all the worksheets you've saved, press **TAB**.

If you've used more than one data disc, the list will include worksheets not on the disc in drive B.

Type either the worksheet name, or its number on the list, and press **RETURN** twice. The worksheet you chose will appear on the screen.

If the worksheet isn't on the disc in drive B, you will see:

message   <worksheet name> IS NOT ON DRIVE B

Prompt   CREATE <worksheet name>?(Y=YES,N=NO)

Type   Y **RETURN**   to set up a new worksheet with this name on the disc now in drive B
          N **RETURN**   if you want to use the original worksheet.

If you type N, the FilePlan program will stop, and the A> prompt will reappear. You can then insert the correct data disc and restart FilePlan.

Moving around a worksheet

This diagram illustrates how you move around your worksheet.

←	left one field	right one field	→
↑	up one record	down one record	↓
SHIFT ↑	up one page	down one page	SHIFT ↓
CTRL ↑	to the top of the worksheet	to the bottom of the worksheet	CTRL ↓

A page is a screenful of 15 records.

Data entry

To display your current worksheet, select **0**.

To enter data:

- check that the data pointer is at the right field
- read the field's contents (if it has any) in the entry line
- type in the data, or edit the entry line as necessary
- press **RETURN**.

In an alphanumeric field, you can enter any letters, numbers or symbols. In a numeric field, you can enter numbers only: dashes, commas and pound signs, for example, will not be accepted.

There are limits on the data length:

	limit (characters)	can limit be changed?
space in entry line	79	no
space for displaying a field on the worksheet	12	yes: see chapter 5
total length of record	about 100	yes: see chapter 11

To enter a blank field, make sure the entry line is empty, then press `RETURN`.

To duplicate a record, move the data pointer to the blank line you want to copy into and press `duplicate`.

Editing before entry

To edit text while it's still in the entry line:

press:	to:
`DELETE`	delete the character to the left of the cursor
`delete char`	delete the character at the position of the cursor
`delete field`	delete all the text in the entry line
`CTRL` `←`	move the cursor left one character
`CTRL` `→`	move the cursor right one character

To insert new text, move the cursor to the point at which you want to insert text, and type it in.

Editing after entry

To edit data already on your worksheet:

- move the data pointer to the field you want to edit
- its contents will appear in the entry line
- edit it in the entry line and press `RETURN`.

To cancel any changes you have made to the rows displayed on the current screen, press `undo`.

This will only cancel changes made since you last pressed `ESCAPE`.

7 Sorting

This chapter describes how to:

- sort a worksheet or a list
- save a list
- delete a list.

Sorting a worksheet

To sort your current worksheet, select 25.

Prompt   **CHOOSE A FIELD**

Type the number of the field you want to sort by, then press **RETURN**.

Prompt   **NEXT FIELD?**
          (or press <RETURN> to begin sorting)

If you want sorting to begin now, press **RETURN**.

To specify a field for a secondary sort:

type   **<field number>RETURN**

Prompt   **NEXT FIELD?(or press <RETURN> to**
          begin sorting)

Again, either press **RETURN** or specify another field.

After a few moments, the sorted worksheet appears on the screen. FilePlan gives it a numerical list name.

Sorting a list

To sort a list, select 2.

Prompt   CHOOSE A WORKSHEET
           (or press <TAB> key to list choices)

Type the name or number of the worksheet the list belongs to, and press **RETURN**.

Prompt   CHOOSE A LIST
           (or press <TAB> key to list choices)

Type the name or number of the list and press **RETURN**.

Then select 25 and sort the list in the same way you would sort a whole worksheet.

Saving lists

To save a list, select 26.

Type in the list name (up to 3 characters) and the list description (up to 40 characters) after the prompts.

Prompt   KEEP LIST AUTOMATICALLY UP-TO-DATE?
           (Y=YES,N=NO)

Type   **Y RETURN**   and any changes you make to the
                     worksheet will automatically be made to
                     the list too

      N RETURN   if you prefer your list not to be updated.

You can use this command only if you have a current list. FilePlan lets you have up to three automatically-updated lists at once.

Deleting lists

To delete a list, select 33.

Prompt   CHOOSE A LIST NAME(or press <TAB>
         to see your choice)

Type   <list name>`RETURN`

Prompt   CONFIRM?(Y=YES,N=NO)

Type   Y`RETURN`

to confirm that this is the list you want to delete.

After either Y or N, you'll be returned to the menu.

8 Finding records

This chapter describes how to:
- find one record and pull it out of your worksheet
- find a set of records and pull them out of your worksheet
- add records to a list
- merge lists
- remove records from a list.

Finding one record

First, get to the appropriate worksheet and then select 20.

Prompt   CHOOSE A FIELD

Type   <field number>█RETURN█

Prompt   ENTER A VALUE

The value is the exact word or number in the field you have specified that you want FilePlan to search for.

Type   <value>█RETURN█

and the screen will display the worksheet with the record you specified at the top. If this value occurs more than once in the worksheet, FilePlan will find the occurrence that's nearest the top of the worksheet.

If you key in something other than the exact word, you will see:

message WARNING: NO MATCHING RECORD WAS FOUND

Prompt   START FROM TOP OF WORKSHEET? (Y=YES,N=NO)

Type   Y█RETURN█   to search again
         N█RETURN█   to return to your worksheet.

Finding a set of records

To find a set of records in the current worksheet, select 21.

Prompt   CHOOSE A FIELD

Type   <field number>RETURN

Prompt   CHOOSE AN OPTION

The screen will remind you of the operations available.

NUMBER	OPERATION
1	MATCH
2	NOT EQUAL
3	LESS THAN
4	LESS OR EQUAL
5	GREATER THAN
6	GREATER OR EQUAL
7	EXACTLY EQUAL
8	BETWEEN

Type   <operation number>RETURN

Prompt   ENTER A VALUE

Type   <value>RETURN

In a BETWEEN operation, you'll be asked for a second value:

Prompt   (SECOND VALUE)

Type   <value>RETURN

The screen now displays the records found — a list. The top line of the screen shows the name FilePlan gives the list:

Screen   LIST:#IX

Remember: if you want to keep the list, save it by selecting 26.

The eight operations find records in the following ways.

MATCH	finds every value that starts with the characters you specify.
	You can vary the effects of MATCH by changing the key length setting. With a key length of three, for example, the program will find every value that starts with the three characters you specify. The default key length is 12, but you can change it by selecting 7 (instructions on this command are in chapter 5).
	Example: if you have a key length of 3, car *will find* car, carriage, caravan.
NOT EQUAL	finds every value that is different from the value you specify.
LESS THAN	in an alphanumeric field finds every value earlier alphabetically than the one you specify. (If you specify a number, it finds one starting with a lower digit.)
	Examples: car *will find* bicycle, cab. *246 will find* 240, 237842.
	in a numeric field finds every lower value than the one you specify.
LESS OR EQUAL	finds everything LESS THAN finds, plus values equal to the value you specify.
GREATER THAN	in an alphanumeric field finds every value later alphabetically than the one you specify. (If you specify a number, it finds one starting with a higher digit.)
	Examples: car *will find* caravan, lorry. *246 will find* 499244, 31.
	in a numeric field finds every higher value than the one you specify.
GREATER OR EQUAL	finds everything GREATER THAN finds, plus values equal to the value you specify.
EXACTLY EQUAL	finds values the same as the value you specify. It ignores the distinction between upper and lower case.
	Example: car *will find* car *and* CAR.
BETWEEN	in an alphanumeric field finds values between (and not including) the two you specify.
	Examples: car *is between* bicycle *and* carriage. *246 is between* 12 *and* 3.
	in a numeric field finds values numerically between (and not including) the two you specify.

If the program finds nothing, it will display:

message   NO RECORDS MET CRITERIA. VIEW ORIGINAL
          WORKSHEET?(Y=YES,N=NO)

If you want to start again:

type   Y **RETURN**

Adding records to a list

To extend a current list with more records from the current worksheet, save the list first using 26, then select 22.

Prompt   CHOOSE ONE
         1) SELECT MORE RECORDS TO MERGE
         2) MERGE RECORDS FROM ANOTHER LIST

Type   1 **RETURN**

Three prompts appear, as in command 21.

Prompts CHOOSE A FIELD

         CHOOSE AN OPTION

         ENTER A VALUE

Type in your choice after each prompt. In a **BETWEEN** operation, you'll be asked for a second value. The screen now displays the extended list.

Merging lists

To merge the current list with a second one, select 22.

Prompt   `CHOOSE ONE`
         `1) SELECT MORE RECORDS TO MERGE`
         `2) MERGE RECORDS FROM ANOTHER LIST`

Type   `2`**`RETURN`**

Prompt   `CHOOSE A LIST NAME`

Type   `<name of second list>`**`RETURN`**

Your list then reappears, with the second list merged in.

Removing records from a list

Select 23. Three prompts appear, as in 21.

Prompts `CHOOSE A FIELD`

         `CHOOSE AN OPTION`

         `ENTER A VALUE`

Type in your choice after each prompt. In a **BETWEEN** operation, you'll be asked for a second value. The screen now displays the list, with the records you specified removed. This command simultaneously removes records from the specified list and the original worksheet.

9 Printing worksheets

This chapter describes how to:

- print a worksheet
- print a dictionary.

Printing a worksheet

Select 3. A series of four prompts will appear.

Prompts TITLE LINE?

DATE?

SPACING?(1=SINGLE,2=DOUBLE)

SUBTOTALLING?(Y=YES,N=NO)

After each, type your choice, then press **RETURN**. Subtotalling will be carried out on numerical fields.

Message READY PRINTER.HIT RETURN

When the printer is switched on and the paper lined up, press **RETURN** to start printing.

If your worksheet is wider than your current print width you'll see:

message WARNING: WORKSHEET WIDER THAN PRINT
WIDTH - TRUNCATE(Y=YES,N=NO)

Type   Y**RETURN**   to have your fields cut short, so that each
record fills just one line of print

N**RETURN**   to have each long record continued on the
next print line.

To change your print width, select 30. Instructions on using this command are in chapter 5.

To stop printing press **ESCAPE**.

Printing the dictionary

The FilePlan dictionary contains the definitions of all the worksheets
and lists you create (on all the data discs you use), and of the fields in
each worksheet. It's held in a file called DPDB.FIL.

Select   37

Prompt   **PRESS ANY CHARACTER WHEN PRINTER IS READY**

Check that the printer is switched on and the paper lined up. Press
any key and printing will start.

The dictionary will look like this:

```
FILEPLAN DICTIONARY (DPDB.FIL)

RECORD NO.:     1     TYPE: DATABASE  DATABASE: FILEPLAN
NO. OF WORKSHEETS: 0018

RECORD NO.:     2     TYPE: WORKSHEET DATABASE: FILEPLAN WORKSHEET NO.: 0001
CP/M FILENAME:  WS001.#DF      NO. OF SEGMENTS:  1   NO. OF FIELDS:    6
TITLE: NAME
AUTO-UPDATED LISTS: 1)     2)     3)

RECORD NO.:     3     TYPE: FIELD     DATABASE: FILEPLAN WORKSHEET NO.: 0001
FIELD NAME:    surname          TYPE:      A     WIDTH:          12
FIELD NO.:        2          KEY LENGTH:    12
DECIMAL PLACES
PROMPT/EDIT LINE:   Enter surname

RECORD NO.:     9     TYPE: LIST      DATABASE: FILEPLAN WORKSHEET NO.: 0001
LIST CP/M FILE NAME:WS001.SUR   DESCRIPTION:  Phone directory sorted by surname
NO. OF FIELDS:      5          TOTAL KEY LENGTH:  26
1ST SORT FILE: FIELD NO.   1   TYPE:  A   KEY LENGTH:  12
2ND SORT FILE: FIELD NO.   2   TYPE:  A   KEY LENGTH:  12
3RD SORT FILE: FIELD NO.       TYPE:  A   KEY LENGTH:
4TH SORT FILE: FIELD NO.       TYPE:  A   KEY LENGTH:
5TH SORT FILE: FIELD NO.       TYPE:  A   KEY LENGTH:
```

The dictionary is divided into entries, called records. Each contains
the definition of one particular worksheet, field or list, except for
record 1, which holds the number of worksheets you've created. The
dictionary above shows an example of each kind of record.

10 Printing address labels and form letters

This chapter describes how to:

- prepare a layout for printing address labels and form letters
- print them.

To print address labels or form letters, you use MemoPlan to prepare a format file (a file containing text into which FilePlan will insert the names and addresses) and you ask FilePlan to:

- go through a worksheet you specify
- find the first name and address there
- insert it at the appropriate places on your label or letter
- print out that label or letter
- go to the next record, and read the name and address there
- insert it again
- print out a second label or letter, and so on.

This means you can automate the sending out of newsletters, circulars or price lists, and each letter you send out will look as though it's been individually typed.

If you want to use this feature, it's a good idea to prepare the worksheet so that:

- data is in lower case
- first names and surnames are in different fields.

To create the format file, leave FilePlan, load MemoPlan and follow the instructions in chapter 14 of the MemoPlan guide. Save the file on your FilePlan data disc.

Preparing a report

FilePlan holds details of the layout under which your file will be printed as a report. A report is a set of layout decisions, with a report name. You can have as many different reports as you need. To prepare a report, select 4.

Prompt   CHOOSE A REPORT(or "0" for a new report)

Type   **0 RETURN**

Prompt   CHOOSE A REPORT TYPE(1=MAILING LABEL,
         2=FORM LETTER)

Type   **1 RETURN**   to prepare address labels
       2 RETURN   to prepare form letters.

Mailing label report

If you type 1, a new screen display appears:

```
REPORT              WORKSHEET:NEW0001   LIST:


>
REPORT NAME(MIN=1,MAX=40)



REPORT          :              11
REPORT NAME     : ████████████████████████████████████████████
FORMAT          : _____
WORKSHEET       : _____
LABEL LENGTH    : _____
TOP MARGIN      :               6
LEFT MARGIN     :               1
LABELS          :               3
2nd MARGIN      :              37
PRINT WIDTH     :              32
```

A series of prompts appear, to remind you of the range of options you have.

Prompts `REPORT NAME`

`FORMAT FILENAME`

`WORKSHEET NAME -- DEFAULT IS CURRENT`

`LABEL LENGTH -- IN LINES`

`1ST PRINT LINE`

`1ST PRINT COLUMN`

`HOW MANY LABELS ACROSS?`

`LEFT MARGIN OF SECOND LABEL`

`MAXIMUM CHARACTERS TO PRINT PER LABEL`

After each prompt, look at the entry line. If you're happy with the default decision, which will be shown there, press **RETURN**. If not, delete the default decision, type in your choice and press **RETURN**.

Measure up your label stationery to work out the answers.
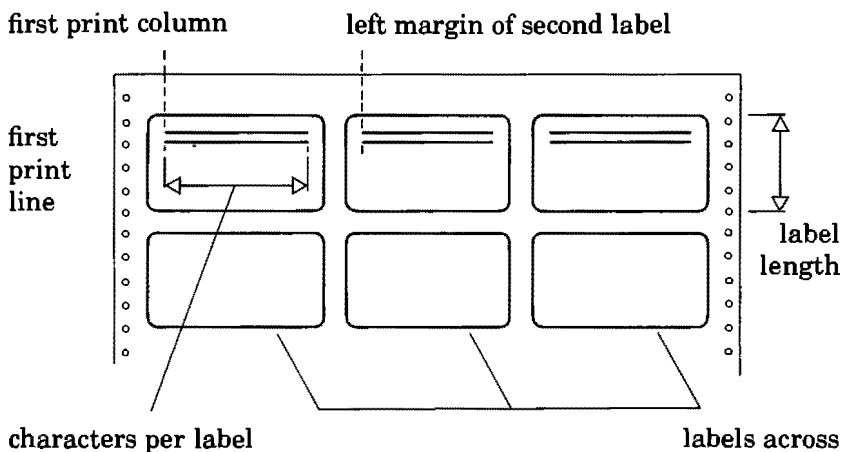
first print column   left margin of second label

first print line

label length

characters per label   labels across

Your decisions will be filled in at the appropriate places on the screen.

After the last prompt in the series, the first prompt will reappear, to give you a chance to go back through them, changing your mind if you wish. As soon as you're happy with your decisions, press **ESCAPE** to return to the main menu.

Form letter report

If you type 2 after CHOOSE A REPORT TYPE a display appears, like the screen shown above.

A series of prompts now appears.

Prompts REPORT NAME

FORMAT FILENAME

WORKSHEET NAME -- DEFAULT IS CURRENT

PAPER LENGTH -- IN LINES

1ST PRINT LINE

MAXIMUM PRINT LINES PER PAGE

1ST PRINT COLUMN

MAXIMUM CHARACTERS TO PRINT PER LINE

PAUSE BETWEEN PAGES?

After each prompt, look at the entry line. If you're happy with the default decision, which will be shown there, press **RETURN**. If not, delete the default decision, type in your choice and press **RETURN**.

Your decisions will be filled in at the appropriate places on the screen.

After the last prompt in the series, the first prompt will reappear, to give you a chance to go back through them, changing your mind. As soon as you're happy with your decisions, press **ESCAPE** to return to the main menu.

Starting to print

Switch your printer on and line up the paper, then select 4.

Prompt   **CHOOSE A REPORT (or "0" for a new report)**

Type   **<report name>** RETURN

Prompt   **CHOOSE ONE: (1=EDIT DEFINITION,2=PRINT)**

Type   **1** RETURN   to make last-minute changes to the layout
                        decisions for the report you specified
         2 RETURN   to start printing.

Prompt   **PREPARE PRINTER. PRESS ANY KEY TO START
          PRINTING.**

Press any key. Printing will start.

Message **PRESS ANY KEY TO PAUSE**

To stop printing, press any key. If you do this, the program will
display:

Prompt   **CHOOSE ONE:(1=RESUME,2=RESUME FROM
          THE TOP OF THE CURRENT FORM)**

To stop printing altogether, press **ESCAPE**.

11 Handling a worksheet

This chapter describes how to:

- isolate one record
- copy a worksheet
- enlarge its data capacity
- delete a worksheet
- clear your screen, setting up a new, blank sheet.

Isolating one record

To look at a single record with nothing else on the screen move the data pointer to that record and:

press   **isolate**

To return to the worksheet from which you called the record press **isolate** again.

Copying a worksheet and enlarging its data capacity

With this command you can:

- copy the worksheet from one disc to another
- expand the space allocated to each record
- copy data on to new worksheets.

Select   **31**

Prompt   ENTER NAME OF INPUT WORKSHEET

This is the name of the worksheet to be copied, so

type   `<name of worksheet>`**RETURN**

Prompt   ENTER DISK DRIVE FOR OUTPUT WORKSHEET

This is the disc drive which you wish to copy to, so

type   **A** `RETURN`   for drive A
           B `RETURN`   for drive B.

Prompt   `ENTER NAME OF OUTPUT WORKSHEET`

Type in the name for the copy of the worksheet, even if it is to be the same as the original worksheet.

Type   `<output worksheet name>` `RETURN`

Prompt   `ENTER RECORD SIZE (IN SEGMENTS) FOR`
          `OUTPUT WORKSHEET`

This prompt allows you to expand your record size if you want to, so that each record can contain more data. A segment is a unit of about 100 characters. The default number of segments is 1. For more space, enter a number between 2 and 8.

Type   `<record size>` `RETURN`

The screen display then returns to the menu.

Deleting a worksheet

Select   `32`

Prompt   `CHOOSE A WORKSHEET`
          `(or press <TAB> to list choices)`

Type   `<number or name of worksheet>` `RETURN`

Prompt   `CONFIRM?(Y=YES,N=NO)`

Type   **Y** `RETURN`   to delete the worksheet and return to the
                             menu
          N `RETURN`   if you change your mind.

Clearing

To clear the screen and set up a new, blank worksheet, select 1. You will be given a blank worksheet, exactly the same as the first screen that the program automatically displays when you start up.

Error messages

If you make a mistake, the program will display a message on the screen, to tell you where you went wrong. In most cases, the message is self-explanatory, and it will be clear what you should do next.

There are 11 kinds of error that might happen.

CP/M errors
example: `Bdos Err On B: Select`

Error messages that start `Bdos Err` come from the CP/M operating system. There's a guide to them in your *Z80 user guide*.

Mistakes when entering data
example: `ERROR: INPUT IS TOO LONG`

The program will tell you what you did wrong. Enter the data correctly.

Mistakes when calling up worksheets and lists
example: `ERROR: WORKSHEET NOT FOUND`

If you ask for a worksheet, list or report and the program can't find it on your disc, you'll get a message like this. Normally, it's best to leave FilePlan, insert the right disc, and start the program again.

Entering too much data
example: `NOT ENOUGH ROOM FOR THIS DATA`

You'll need to expand the space allotted to each record. Follow the instructions in chapter 11. (You will need to re-enter the data that caused the message.)

Running out of space
example: `NO SPACE REMAINS ON THE DISK`

Your data disc is full. Leave FilePlan, format a new data disc, and start again. You can have as many different data discs in use as you like; the dictionary will record all the worksheets you create on all your data discs.

Printing errors

example:

```
ERROR: TOP MARGIN AND PRINT LINES EXCEED THE
TOTAL PAPER LENGTH
```

You've made a mistake setting up a format for printing. Select 30 to change printer options, or 4 to redesign your address label or form letter report.

Mistakes with lists

example:

```
ERROR: YOU CANNOT REMOVE RECORDS FROM AN
AUTO-UPDATE LIST
```

There are some limitations on the kinds of processing you can carry out on your lists. The message will give you details.

Problems in finding records

example: `WARNING: NO MATCHING RECORD WAS FOUND`

The program couldn't find the records you asked for. See chapter 8.

Key errors

example: `ERROR: MAXIMUM KEY LENGTH EXCEEDED`

FilePlan cannnot carry out the complicated sorting operation you've asked for. You'll have to sort your worksheet in stages.

Corrupted data

example: `WARNING: BAD LIST`

Very rarely, data on one of your discs may get damaged. Call up the worksheet you're working with, and check its contents. If the worksheet is complete, and only a list is damaged, recreate the list (see chapters 7 and 8). If the worksheet itself is damaged, use your back-up copy, and throw away the corrupted disc.

Glossary

This glossary covers terms used in FilePlan. There's a more general glossary in your *Z80 user guide*.

alphanumeric or alpha
Alphanumeric data is data that includes letters of the alphabet, numbers and punctuation characters.

code prompt
A prompt which offers you a code to type in, to save typing an item in full. See chapter 5.

data pointer
A highlighted block on your screen which shows you which field in your worksheet the program is currently looking at.

data drive
The disc drive (A or B) which you use for your FilePlan data disc.

data type
Data is either alphanumeric (in which case, it includes both letters and numbers) or numeric (just numbers).

database
An organised collection of data; for example, a computerised card index.

default
A standard setting, built into the program, but usually adjustable by you.

dictionary
A file that contains details of all the worksheets and lists you have created. See chapter 9.

display width
The width, in characters, of the space allotted on the screen to display a particular field. See chapter 5.

entry line
A line on your screen showing the contents of the field indicated by the data pointer. You can change the contents of the field by editing the text in the entry line.

field
A space on the screen or in a file where data can be stored. See chapter 2.

format file
A file containing the skeleton text for address labels or form letters. See chapter 14.

isolate
To display a single record, with its fields arranged vertically on the screen.

key length
The number of characters that the program looks at in each field when carrying out a match operation. See chapter 8.

list
From a worksheet you can generate as many lists as you like. Each list will be either the whole worksheet, sorted in a particular way, or a set of records selected out of the worksheet.

range prompt
A prompt which gives you a range of options to type in. See chapter 5.

record
1　The unit of data in a database, the equivalent of one card in a card index. See chapter 2.
2　An entry in a FilePlan dictionary. See chapter 9.

report
A set of details, specifying a layout in which an address label or a form letter will be printed. See chapter 10.

secondary sort
When sorting a worksheet, you tell the program which field (surnames, for example) to sort by. You may want records with the same surname to be additionally sorted by a second field (first name, perhaps). This is a secondary sort.

segment
A unit by which the space available for a record is measured. One segment is about 100 characters.

select
To choose a command from the menu and give that command. For example, to select 20, press `ESCAPE` to get to the menu, and then type 20`RETURN`.
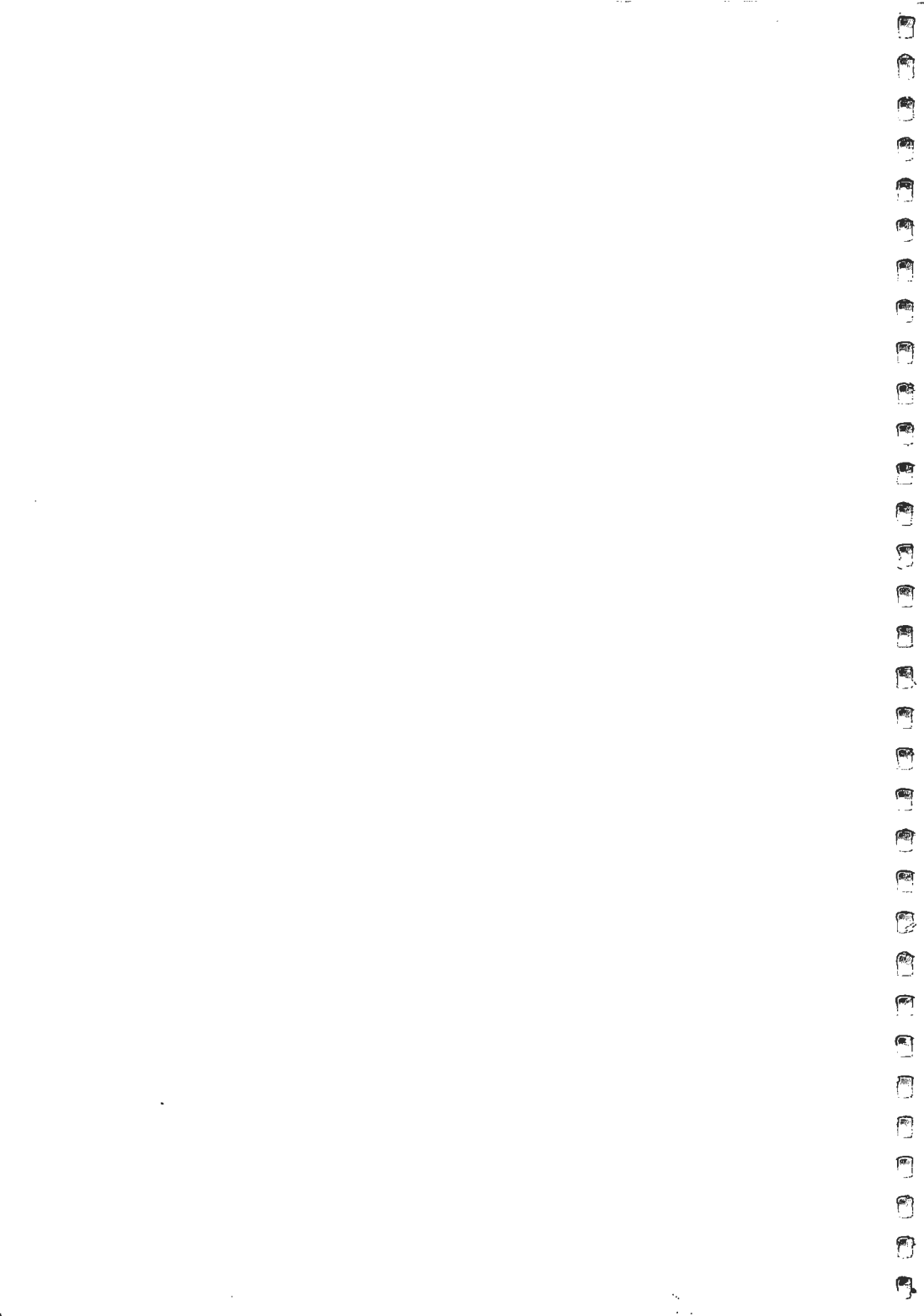
worksheet
A grid on which your data is arranged: each row holds one record, and each column is one field. See chapter 2.

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